

MEETING #17 – April 14

At a Regular Meeting (#1) of the Madison County Board of Supervisors on April 14, 2020 at 4:00 p.m.
at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Charlotte Hoffman, Vice-Chair
Kevin McGhee, Member
Amber Foster, Member
Carty Yowell, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Assistant Count Administrator/Finance Director
Sean Gregg, County Attorney
Jacqueline S. Frye, Deputy Clerk

Call to Order, Pledge of Allegiance & Moment of Silence & Determination of Quorum Consideration of the Proposed Agenda/Adoption of the Consent Agenda

All members are present; a quorum is established.

Chairman Jackson referred to the Agendas presented for meeting session, and called for further amendments and/or adoption.

Regular Agenda:

Items to be added for discussion:

Item 11D: Discussion: Sands Anderson Bond Counsel Contract

Item 9: The Finance Director advised that sufficient information isn't yet in place to provide a detained presentation on this item.

Supervisor Foster moved that the Board approve today's Agenda as amended, seconded by Supervisor Hoffman. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

Chairman Jackson provided clarity on the various online methods provided today for individuals to join the meeting process (i.e. vimeo links, dial up alternative, etc.).

Consent Agenda:

Items for action:

A. Minutes of March 10'2020 (Foster Absent)

Supervisor Yowell moved that the Board approve the minutes of March 10, 2020, seconded by

Supervisor McGhee. *Aye: Jackson, Hoffman, McGhee, Yowell. Abstain: Foster. Nay: (0).*

B. Minutes of March 26, 2020: Supervisor McGhee moved that the Board approve the minutes of March 26, 2020, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

Item C through Item K:

Supervisor Yowell requested that Item D [Refunding Resolution for County Administration Center Renovation Project] be pulled for further discussion.

Supervisor Yowell moved that the Board approve the Consent Agenda as stated, *excluding Item D*, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

- *Supervisor Yowell: Referred to the fact that the proposed consolidation of the Administration Building is something that can be deferred a while; also questioned what type of commitment the proposed resolution will require of the County.*

The County Administrator advised that the proposed resolution will not require any commitment on the part of the County, but will allow all options to remain open along with opportunities for reimbursement of monies spent prior to the borrowing of any funding, as stipulated by the IRS, and will be exercised by the bond lawyers and financial advisors overseeing the project.

Supervisor Foster moved that the Board approve Resolution #2020-11 [BOS Expressing the Intent to Finance the Issuance of Certain Indebtedness & to Facilitate Reimbursement of Outlays that Occur Prior to Said Financing], seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

The Resolution is attached at the end of the minutes

Public Comment

Special Appearances

Reports

A. Constitutional Officers

Treasurer: Stephanie Murray, Treasurer, reported that her office is open to the public by appointment only.

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, reported that her office is open to the public and that staff is currently working staggered shifts and appearing in court as required.

Sheriff: Erik Weaver, Sheriff, advised that his office is serving to the best of their ability; overtime is being utilized by staff working on the weekends.

Schools: Barry Penn Hollar, School Board, advised that the school currently has no online educational protocols in place, but will be sending work packets to all students; reported that the state has initiated a waiver for SOL requirements for all students; advised that the state may be receiving some federal finding;

however, it was also noted that any proposed increases (to include teacher pay raises, additional staff positions) are frozen.

MESA: John Sherer, Emergency Management Services Coordinator, advised that MESA is in good shape and has fed about 500; accolades were given to all that have provided an outpouring of support to local families.

- Ralph Figgers: Advised that the volume during today's online meeting is very poor; requested that all parties speak louder.

B. Boards & Committees

C. Departments

Emergency Management Services: John Sherer, Emergency Management Services Coordinator, was present to advise that daily communications are being initiated with the Virginia Department of Emergency Management with constant changes being reported concerning the COVID-19 pandemic; the County officially has seven (7) reported cases, with one (1) case reported from within a long-term care facility; the EMS department has adopted 1st responder protocol; noted that the personal detector equipment is current and there is good stock in place with constant assessments being made to keep stock replenished; noted that much planning is ongoing daily; advised that he although he hasn't been required to put in a lot of overtime, this may well change as the pandemic situation continues; although there are several models to predict the pattern of the pandemic, it appears that those most affected are the elderly and those with chronic health conditions.

Accolades were given to local emergency services and medical personnel for all their efforts to deal with the COVID-19 pandemic.

EMS: Noah Hillstrom, Director of Emergency Medical Services, verbalized an appreciation for the teamwork demonstrated by local emergency services personnel.

- D. **County Administrator:** Jack Hobbs, County Administrator, reported that much time has been exercised for the COVID-19 pandemic issue and efforts to stay abreast of the many changes being reported; public traffic and county business has decreased this month (i.e. no zoning applications have been received; no cats have been relinquished at the local shelter this month); meetings have been disrupted due to the existing Governor's orders; anticipates that committees/boards/commissions may need to meet within the coming month or so.

Old Business

2. Consideration: Public Safety Radio Project Consulting Contract (Gordon): Brian Gordon, Director of Emergency Communications, was present and advised that the public safety radio project contract has been in the works since December 2019; cooperative procurement has been sought based on consultations with Black & Veatch, Inc. on Phase I and Phase II of the proposed project. Current contract is with Mission Critical Partners (formerly Black & Veatch), and will be in place over a twenty-four (24) month period, in conjunction with Greene County in an effort to provide some savings (i.e. County's share of the contract will be \$197,373.56), and some hours will be directly assigned to each perspective locality; the proposed length of

the contract is subject to change, based on unforeseen delays that may arise.

- *Supervisor McGhee: Questioned the proposed itemized costs being anticipated (by the company); feels the per diem rates are relatively high; questioned if these proposed rates have been assessed.*
- *Supervisor Yowell: Noted that the federal per diem rate does include a rate for lodging and meals which will Questioned if the per diem rates cover lodging and meals that will prevent the County from being billed more than what's allowed.*

Mr. Gordon advised that all rates are an estimated and are based on federal travel rates; the County will only be billed for the actually cost, and noted that what's listed as the per diem is what's actually allowed. Any concerns regarding costs being charged to the County will be assessed accordingly.

- *Chairman Jackson: Further clarified that the per diem costs are actually a 'do not exceed' cost association.*

The County Attorney further noted that the proposed contract does contain language to reflect the overall costs being discussed.

Supervisor Hoffman moved that the Board of Supervisors authorize the Chairman to execute the proposed contract with Mission Critical Partners for consulting services related to the Public Safety Radio Project, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

3. Consideration: County Administration Center Renovation Project Space Study (Hobbs): The County Administrator advised that an architect has been hired to study the renovations of the administration building and the old health department building, which culminated into an online presentation that was recently launched. Based on finding from the recent study, four (4) options have being provided today regarding the proposed renovation, for the Board's review and advisement. County staff was asked to participate in a survey, which yielded input (from twelve (12) [out of sixteen (16)] individuals, with favorable results for Option #2. The proposed project will have an impact on the Madison Free Clinic that currently operates in the old health department building. Feedback from the Board is essential before the proposed project can move forward.

- *Supervisor Foster: Verbalized concerns that the renovation of the administration building auditorium and that the cost as being a bit high, which she doesn't support.*
- *Supervisor Yowell Referred to the list of items that should be discussed considering the current situation facing the Board; questioned if funding for all proposed projects (i.e. schools, county space) could be rolled into one debt; questioned what the County's overall debt load would be with and without the proposed admin building renovations.*

The Finance Director referred to the fact that the proposal currently carries no impact on the County's fund balance and can remain within the budget, as it doesn't show any assumption of budgeted funding.

- *Supervisor Yowell: Further comments reflected on the proposed 2% tax increase; seeking ways to find \$340,000 within the proposed budget to offset a proposed tax increase.*

- *Supervisor Hoffman: Referred to the fact that the proposed renovations may need to be delayed just a bit.*
- *Chairman Jackson: Noted that a funding mechanism will need to be established in order to support the costs for the proposed renovation project; currently there is a propose school project (\$9,000,000+) and a radio project \$1,000,000+), which is extensive; further comments focused on Option #2 and the fact that formalized plans will provide some idea of the monetary impact that may be involved.*

The County Administrator advised that the contract costs (to secure the architects), and feels that the County is committed to this portion of the contact; the next stopping point will be when the final design has been presented prior to moving forward with attaining bids. In closing, it was noted that the actual numbers wouldn't be provided until the bidding process has been initiated.

- *Supervisor McGhee: Referred to the current condition of the auditorium space; verbalized favor of seeing something done, but also questioned if a multi-purpose room could be initiated in Option #2 by taking a little space from what is being proposed for the Voter Registrar's Office.*

Supervisor Yowell moved that the Board move forward with Option #2 and ask the architects to consider the expansion of the proposed conference room, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

- *Chairman Jackson: Clarified (for the record) that today's action doesn't obligate the County to proceed with spending funding for the proposed renovation project.*

The County Administrator advised that if the Board agrees, he'd like to send a formal letter of notice to the Madison Free Clinic (based on today's discussed timeline) to encourage them to seek future alternative space.

After discussion, it was the consensus of the Board to provide a notice with a timeframe of the end of September-early October 2020.

4. Consideration: Emergency and Electronic Meeting Procedures (Gregg): The County Administrator advised of actions undertaken by the Governor with regard to the State budget and the protocol in the State that allows the Board to meet electronically, when necessary (information included in today's meeting packet contained in today's meeting packet). In closing, the Board was encouraged to pass the amendment to existing Bylaws of the Madison County Board of Supervisors that would allow the aforementioned protocol to be utilized.

Supervisor Yowell moved that the Board amend the existing bylaws and rules of procedures to include Section 2.4.E to read:

'During times of local, state, or national emergency, the Board may conduct its meetings through electronic communication, when meeting in person is unsafe or impractical, in compliance with Virginia Code §2.2-3708.2.'

Seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

The County Attorney provided an overview of Virginia Code Section 2.4.F that would also allow the Board of Supervisors to request electronic meetings in the event that the Chair and/or members are unable to attend the meeting for any of the following reasons:

- a. Due to a temporary or permanent disability or other medical condition that prevents that member's personal attendance.
- b. The member is unable to attend the meeting due to a personal matter, and the member provides a description of the specific nature of the personal matter to the Chair.

However, no member of the Board of Supervisors shall be entitled to rely on this provision more than twice in any calendar year.

The aforementioned provision is being requested for approval in conjunction with the aforementioned recommendation to amend the Board's existing bylaws.

Supervisor Hoffman moved that the Board adopt an amendment to the Bylaws and Rules that states:

Board of Supervisor Requested Electronic Meetings

The Madison County Board of Supervisors may conduct any meeting in which public business is discussed or transacted through electronic communications if, on or before the day of the meeting, a member of the Board of Supervisors notifies the Chair of the Board that they are unable to attend the meeting for any of the following reasons:

- a. Due to a temporary or permanent disability or other medical condition that prevents that member's personal attendance.
- b. The member is unable to attend the meeting due to a personal matter, and the member provides a description of the specific nature of the personal matter to the Chair.

No member of the Board of Supervisors shall be entitled to rely on this provision more than twice in any calendar year.

If the Chairman of the Board approves the electronic participation set forth in this Section, the Board shall record in its minutes the fact that a member participated remotely through electronic communications and specify the remote location from which the absentee member participated electronically. The Board shall also include in its minutes the reason(s) in 2.4.F the absentee member participated remotely.

If the Board Chairman denies participation from a remote location, the basis for such disapproval shall be recorded in the minutes with specificity.

Seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

New Business:

5. Discussion: EMS Random Drug Testing Policy (Hillstrom): Noah Hillstrom, Director of Emergency Medical Services, was present to provide a brief overview of the document to initiate random drug testing for paid EMS personnel; the County Attorney has been consulted to provide input on the proposed policy.

The County Attorney advised of concerns regarding unlawful search/seizure with the exception that random drug testing is being sought for individuals whose job will place the public at risk if said individuals are impaired due to drug usage of any form. Policies have been reviewed that are utilized in neighboring localities within the State with the anticipation that appropriate protocols can be compiled and presented for review and consideration for emergency services personnel (i.e. EMS, Sheriff, Dispatch), and possibly countywide, and for all personnel that are required to operate a county-owned vehicle.

- *Chairman Jackson: Questioned if the proposed policy would be compiled into two (2) policies (i.e. one for emergency personnel (i.e. EMS, Sheriff, Dispatch) and a secondary policy for 'prior to employment', and/or for any situations that 'raise reasonable suspicion').*

Further discussions focused in the fact that the policy will be for EMS personnel and other emergency personnel (Emergency Management, Dispatch), and possibly include verbiage to include all personnel.

The County Attorney referred to concerns pertaining to testing and the protocol that surrounding localities currently utilize for random drug testing.

- *Supervisor Foster: Questioned if the Sheriff has been asked about the specifics of the policy for random drug testing protocol utilized by the Sheriff's Office.*

The County Administrator advised that the recently adopted personnel policy contains pre-drug screening protocol in place. It's felt that the issue of concern is based upon how civil liberties, what's appropriate, and attain input from the Board prior to presenting specific protocols for review and adoption.

- *Supervisor Yowell: Referred to the draft presented and questioned if adoption of the proposed document is being crafted specifically crafted for EMS personnel.*

6. Consideration: EMS Ambulance Purchase (Hillstrom): Noah Hillstrom, Director of Emergency Medical Services, was present to advise there is a supply issue for emergency services vehicles at this time due to the recent COVID-19 pandemic; the costs associated with the unit will be billed in the next budget cycle.

The Finance Director reported that there is currently \$275,000 in place for the purchase of a fully outfitted ambulance unit.

The County Administrator advised that the procurement process will need to be initiated with the possibility that a budget supplement will be necessary.

After discussion, it was the consensus of the Board to support the concept as presented; this matter will be

discussed as old business at a future meeting for review and/or adoption.

7. Discussion: VDOT Secondary Six Year Plan for Madison County (Hobbs): The County Administrator provided an overview of the VDOT secondary six-year road plan being proposed for Madison County; documentation has been provided to the Board for review/consideration; the Board was asked to provide input on any additional roads that may need to be considered for inclusion into the proposed. VDOT will plan to participate in public hearing scheduled during the May 12, 2020 meeting session.

Supervisor Yowell moved that the Board proceed with scheduling a public hearing on the Secondary Six-Year Road Improvement Plan for Madison County FY20/21 through FY25/26 and the Secondary System Construction Budget for FY20/21 on May 12, 2020, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

8. Discussion: Sheriff's Department/Emergency Communications Security System Upgrade (Gordon): Brian Gordon, Director of Emergency Communications, provided a brief overview of the proposed system upgrade to replace access control system; three (3) vendors have already been approached concerning associated costs to replace nine (9) cameras, and to install closed-captioned T and, cloud storage (i.e. three (3) bids have been received (Night Hawk Security Systems, Inc for \$17,200; 2nd bid for \$39,400; 3rd, \$27,000); advised that the federal government has expressed concerns about infiltration (it's deemed that Madison would be a very soft target); noted that the Sheriff is in favor of the system being proposed by Night Hawk Security Systems, Inc.

The Finance Director advised that funding mechanisms are being assessed (\$225,000 remaining in contingency).

The County Administrator advised that procurement measures will need to be assessed along with a possible budget adjustment.

Supervisor Yowell moved that the Board allow the Sheriff's Department and Emergency Communications Center to pursue the security system upgrade, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

9. Discussion: Courthouse/War Memorial Building System Upgrade (Berry & Livingston): The Finance Director noted that only one (1) quote has been received.

Roger Berry, Director of Facilities, provided a brief overview of the contents involved with the system upgrade (i.e. security items, software, motion detectors, etc.); contents of an existing quote will be compiled into an RFP for submission to additional vendors.

Bruce Livingston, IT, advised that the system will also research multiple capabilities to lock the doors.

Chairman Jackson called for a twenty-minute (20) recess.

Chairman Jackson reconvened the meeting session.

10. Public Hearings (6: 00 PM)

Chairman Jackson opened the public hearing session.

A. CY20 Budget Amendment: The County Administrator explained that the budget amendment is required as a result of the radio system project and the Madison Primary School project; it was noted that based on auditor's opinion (and State Code Section 15.2.2507) any contracts approved in the existing fiscal year with the bulk of financing to be spent in the next fiscal year requires the approval of a budget amendment to support the aforementioned action.

Discussions focused on the amount of funding that has already spent and the fact that the overall value of the two (2) contracts to be executed before the end of the fiscal year. After discussion, the amounts in questions were adjusted to show a total sum of \$10,478,490.

The public hearing was opened to the public and then to the Board of Supervisors to attain comments on the CY20 Budget Amendment. With no comments being brought forth, the session was closed.

B. CY 20 Tax Rates: The County Administrator provided a brief overview of the proposed tax rates that were advertised for the public with a proposed increase in the real estate tax rate from .70 cents to .72 cents per \$100 assessed value.

Chairman Jackson opened the floor for comments:

Comments from the Board:

- *Supervisor Yowell: Verbalized concerns about the proposed rate increase; although folks realize that costs do increase, it's felt that the proposed increase will be very difficult for the citizens at the present time with the current pandemic issue in place; advised of his desire to find savings within the proposed FY 21 budget*
- *(totaling \$340,000); referred to the number of folks not being paid as a result of the pandemic; suggested that the proposed renovations to the admin building be placed on hold; appealed to County employees to perhaps furlough salary increases until January (1/2) 2021 and half later; questioned whether teachers raises will be allocated; suggested funding to outside agencies be reduced to prior levels; encouraged departments to cut within their departmental budgets as much as possible.*

The Finance Director provided input on total breakdown for:

- a. Total Compensation (wage & fringe): \$456,000.00 (\$257,000 related to the compensation study)
- b. ½ year compensation would provide a savings of \$125,000
- c. VRS Rate has increased from 8.54% to 10.59% (2% but totals a 24% increase for total funding of \$100,000)
- d. Heath insurance rates remained flat with no change (last year had two months of the prior year's plan and ten months of the current plan) - rate has remained the same; however, the first two (2) months cost the County an additional \$4,000
- e. There was \$37,000 added for the cost for the Animal Shelter Manager position
- f. Almost \$13,000 in additional funding was added to cover costs for the Emergency Management Services Coordinator position
- g. About \$35,000 was added (IT position for ½ year)

- *Chairman Jackson: Feels the proposed pay increase for staff is something that the Board can discuss (i.e. ½ now vs. implementation over a period of time); noted that there is never a good time for a tax increase.*
- *Supervisor Yowell: Referred to the need for the County to keep a healthy fund balance in place to assist during times of difficulty.*

The Finance Director referred to the County's large debt service payments; encouraged the County to assess costs and cash flow before supplementing for high cost items.

- *Supervisor Hoffman: Referred to the existing economic crisis caused by the pandemic; many folks will be greatly affected; feels that delaying raises is a viable option; verbalized disfavor of imposing a tax increase at this time, and flatlining the outside agencies and County departments.*

Chairman Jackson opened the floor to the public.

The following letters were read for the record:

1. Jeff Farry:

'All County Supervisors. After reviewing the article in the paper on the public hearing scheduled for 14 April concerning a proposed tax rate increase, I became concerned. Currently everything is under the Governors' order banning public gatherings which would include these types of meetings. As for online meeting; the current state of both the Madison technical infrastructure as well as the technical ability of many residences of the county do not guarantee a fare showing for the general public. This hearing in order to get adequate public input must be postponed or you are failing at your responsibility of representing the citizens of Madison County. '

2. Susan Bramley:

'Comments to the Board of Supervisors: Please use this email in place of a public appearance at the hearing on Tuesday. I commend the board for grappling with the tough decisions that need to be made during each budget cycle but I am dismayed by the decision to cut the funding requested by the schools by \$363,767. Our schools deserve better. If the board was able to find a way to increase the allocation to the Sheriff's Department by \$285,200 or 16.25%, Emergency Medical Services (EMS) by \$351,071.29 or 25.13%, and the Contingency Fund contribution by \$875,432.79 or 28.27% then I ask you to fully fund the schools request which was for a 6% or \$557,247 increase instead of the 2% or \$193,480 you included in your adopted budget. It is important to note that the schools' overall budget is \$273,266 LESS than last year's but the funding from the state and other sources has been decreased resulting in the need for additional local money. The \$557,247 increase in local funding would not be funding new programs or teaching positions but would allow the schools to continue what they are currently doing. The next school year will bring unique challenges to the schools as they help students catch up on their studies that were so drastically disrupted this year. It is important to support these efforts. There will be people who will ask questions like "I don't have anyone in school, why should my taxes be raised?" To this I respond that I do not have a family member in jail, but my taxes support the jail as well as juvenile detention. I do not receive any help from Social Services but my taxes support that important work. I have had only two occasions in twenty years to have to call on the Sheriff's department and have used EMS only once in twenty years. But I benefit indirectly from these services and willingly pay my taxes for them and other areas that

do not directly benefit me. We ALL need to support education because we are impacted directly and indirectly by the quality of education our students receive.

I understand that this may mean a tax increase which is always a difficult decision. But if we have learned nothing else from the COVID-19 pandemic, it is that if we all work together we can accomplish what is needed. In this case, working together may mean trimming all requests or it may mean raising the revenues somehow. If we need a tax increase to properly fund our county and its many worthwhile agencies and departments, then let's do it. Education is primarily the responsibility of the local community. Please accept that responsibility and fully fund our public schools. We will all benefit in the long run.'

3. Laurie Counts (and Gary Misch)

'Has a final decision been made to move ACO Greg Cave to the Sheriff's Department and hire a Shelter Manager? What details can you provide - such as timing, job description, pay rate for the new position?'

4. Donald Gerhart

'MADISON BOARD OF SUPERVISORS BUDGET HEARING

IT SEEMS TO ME THAT THIS IS PROBABLY THE WORST TIME TO THINK ABOUT INCREASING THE REAL ESTATE TAX. MANY CITIZENS ALREADY HAVE A DIFFICULT TIME COMING UP WITH THE MONEY REQUIRED IN JUNE AND DECEMBER.

WITH THE CURRENT SITUATION IT WILL BE EVEN MORE DIFFICULT, AS MANY CITIZENS MAY HAVE LOST THEIR JOBS OR BE WORKING ONLY PART TIME. ALSO MANY LOCAL BUSINESSES ARE CLOSED AND ARE RECEIVING NO REVENUE. HOPEFULLY, MOST OF THOSE WILL SURVIVE, BUT WILL HAVE A LONG HAUL TO TRY AND GET BACK WHERE THEY WERE IN JANUARY AND EARLY FEBRUARY. I WOULD THINK THAT IN JUNE WE WILL FIND THAT MANY WILL NOT BE ABLE TO PAY THEIR CURRENT REAL ESTATE AND BUSINESS TAXES, AND IT COULD BE WORSE WHEN DECEMBER COMES. THUS THERE COULD BE LESS REVENUE FOR THE COUNTY, RATHER THAN MORE.

AS TO THE RECENT CHANGES MADE TO THE PAY OF OUR COUNTY EMPLOYEES; WITHOUT THE FACTS, IT'S IMPOSSIBLE TO SAY WHETHER OR NOT THESE CHANGES WERE NECESSARY. HOWEVER, I THINK THE GENERAL CONSENSUS OF MANY CITIZENS, IS THAT AS A WHOLE, THE COUNTY EMPLOYEES HAVE BETTER PAY AND BENEFITS, AND JOB SECURITY THAN MOST OF THE REST OF US. BUT THAT'S A DONE DEAL, BUT MAY BE SOMETHING TO THINK ABOUT MORE SERIOUSLY IN THE FUTURE.

AS TO SOME OF THE OTHER PROPOSED ITEMS IN THE BUDGET, I THINK THEY NEED TO BE QUESTIONED. THE ALMOST \$300,000.00 INCREASE IN THE SHERIFF'S DEPARTMENT SEEMS EXCESSIVE. WITHOUT KNOWING WHAT THE MONEY IS FOR IT'S HARD TO SAY WHAT COULD BE CUT OR POSTPONED. I THINK OUR LOCAL SHERIFF'S DEPARTMENT GENERALLY DOES A GOOD JOB WITH WHAT WE HAVE. I DON'T THINK, AT THIS TIME WE NEED MORE PERSONEL OR MORE VEHICLES. MAKE DO WITH WHAT WE HAVE NOW. ALSO, WHY DOES OUR EMS NEED ANOTHER \$351,000.00 MORE TO OPERATE ?? THAT'S A 25% INCREASE !! AND I THINK REMODELING THE ADMINISTRATIVE BUILDING COULD WAIT AT LEAST ANOTHER YEAR OR MORE. WHY DOES THE CONTINGENCY FUND NEED 28% MORE THAN WE NEEDED LAST YEAR ?? WHY DOES IT NEED ANYMORE AT ALL ?

I HAVE READ WHERE OTHER COUNTYS HAVE SAID THEY WILL NEED TO CUT THEIR BUDGET, CULPEPER COUNTY FOR ONE. WE ALREADY HAVE CONTRACTS SIGNED TO SPEND \$11,000,000.00

ON THE SCHOOL RENOVATION, AND THE "NEVER ENDING" RADIO PROJECT. ALSO, THE NEW I.T. DEPARTMENT SHOULD BE SHELVED FOR ANOTHER YEAR OR TWO. I'M GLAD THAT THE 1% COST OF LIVING ITEM WAS DELETED AS WERE SEVERAL OTHER ITEMS. THE NEXT YEAR OR MORE IS GOING TO BE DIFFICULT FOR EVERYBODY, AND LIKELY ALL OF US ARE GOING TO NEED TO DO A LOT OF "BELT TIGHTENING". IF WE CAN SERIOUSLY REDUCE MOST OF THESE BUDGET INCREASE REQUESTS, PERHAPS WE CAN SHIFT A LITTLE MORE MONEY TO OUR EDUCATION SYSTEM; BUT NOT A \$363,000.00 INCREASE. THE SCHOOL SYSTEM NEEDS TO TIGHTEN UP JUST LIKE THE REST OF US.

OBVIOUSLY, I AM NOT A FINANCIAL WIZARD, BUT THERE ARE OTHERS IN OUR COMMUNITY WHO ARE, AND IT WOULD BE GREAT IF SOME OF THEM WOULD PROVIDE INPUT TO THIS VERY DIFFICULT, BUT VERY IMPORTANT MATTER. AS IT IS POPULAR TO SAY IN THESE DIFFICULT TIMES; "WE'RE ALL IN THIS TOGETHER".

C. FY21 Administrative Fees: The County Administrator advised that the monies collected from administrative fees are derived from various services offered within the locality; it was discussed that said fees would be adjusted for Building/Zoning fees, animal control/shelter, solid waste disposal and emergency communications, as supported by the Building Official and County Planner.

Proposed fees are as follows:

A. FY20 Madison County Animal Control and Animal Shelter

Animal Shelter Fees

Small domestic animal such as a dog or cat:

Impoundment fee.....	\$12
Boarding Fee	\$5 per day or portion thereof
<i>This board fee shall be waived in the event the small domestic animal is claimed by its owner within 24 hours of its impoundment.</i>	
Dog adoption fee	\$95
Cat adoptions.....	\$75

Large domestic animal such as a horse, cow, goat, sheep, or pig:

Impoundment fee.....	\$15
Board fee.....	\$10 per day or a portion thereof
Trailer fee.....	\$50 per use
Adoption fee.....	\$45

Dog Tags

Per County Ordinance, \$10.00 for the lifetime of the dog, including all male dogs, unsexed male dogs, female dogs and unsexed female dogs

No kennel tags are issued by Madison County

No dog tag is required for guide dog for a blind person, hearing dog for a deaf/hearing impaired person, service dog for a mobility impaired person.

Dog tags can be purchased from the Treasurer's Office.

B. FY20 Madison County Building Official

RESIDENTIAL

One/two family dwellings (Including ~~additions~~ Calculated Additions, Manufactured and Modular Homes), Attached/Detached Garages, Utility Sheds (over 256 sq. ft.), Decks and Porches:

Finished/Unfinished \$.18/ sq. ft. calculated on gross finished floor area (~~Manufactured Homes and Modulars included~~)

Fee.....\$.18
Minimum Charge\$75.00 ~~Unfinished~~
~~basements..... \$.08 sq.ft./\$50.00 minimum~~

Accessory Structures:

~~Attached/Detached Garages, Utility Sheds (over 150 sq. ft.) Decks and Porches~~

~~Fee..... \$.12 sq.ft.
Minimum Charge\$60.00
Electrical/Plumbing/Mechanical for Accessory Structures\$50.00 each~~

Remodeling and Alterations:

Exterior only (roof, siding, etc.) ~~\$60.00~~
.....\$75.00

Interior \$.18 sq.ft./\$75.00 minimum

Swimming Pool/Hot Tub/Spa: (all inspections included)

In-ground pool..... \$200.00
Above ground pool..... \$125.00
Hot Tub/Spas \$100.00

Electrical/Plumbing/Mechanical

Electrical Fees for Residential..... \$.07 sq.ft./\$75.00 minimum Electrical service
upgrade ~~\$60~~75.00

Plumbing Fees for Residential \$6.00 per fixture/\$75.00 minimum Mechanical
Permit.....\$75.00

Chimneys/Flues/Fireplaces..... ~~\$50~~75.00 per unit

Demolition Permit ~~\$40~~75.00

Re-inspection Fee

(After 1st inspection or work not ready).....~~\$~~50.00
Investigative inspections.....\$50.00
Plan amendments (after 1st review)..... ~~\$35~~50.00
Permit renewals..... ~~\$25~~50.00 each/~~\$50.00 maximum~~
Temporary occupancy request.....\$50.00

COMMERCIAL

New construction and alterations (calculated on gross floor area)

~~(0-10,000)~~ Finished/Unfinished\$.20/sq. ft.)
.....~~\$.18 sq. ft.~~

~~(Over 10,000 sq. ft.)..... \$.12 sq. ft.~~

Minimum fee.....\$75.00

Electrical/Plumbing/Mechanical

Electric..... ~~\$.04~~07 sq.ft/\$75.00 minimum
Plumbing..... \$6.00 per fixture/\$75.00 minimum
Mechanical..... ~~\$.04~~07 sq. ft./\$75.00 minimum

Fire Suppression and Fire Alarm Systems..... \$.02 sq.ft./\$150.00 minimum

Commercial range hoods (Suppression system included) \$75.00 each

Elevators/escalators..... \$125.00 each

Signs (electric included).....\$75.00 each

Swimming pools –

Commercial use\$225.00

Electrical.....\$75.00

Plan amendments (after 1st review)\$60.00

OTHER PERMITS/FEES

Mobile office trailers (all inspections).....\$75.00

U.S. Tanks (underground) /AS Tanks (above ground) (installation or removal)\$75.00 Amusement device inspections.....\$125.00

Demolition permit.....\$75.00

Investigative inspections\$50.00

Re-inspection fee\$50.00

(After 1st inspection or work not ready)

Septic permit\$40.00 Renewal fee- (\$75.00 per category) \$300 max.

Work started without permit. ~~\$25.00 each category – \$50.00 maximum~~ Double Cost of Approved Permit Fee

Tents/Air supported structures..... \$75.00 (each)

Electrical for tents.....\$40.00

~~All permits~~ Permits are subject to a 2% state ~~surcharge~~ levy (this does not apply to zoning, and erosion, ~~septic~~ permit fees)).

Refunds – 75% of fee may be refunded ~~if voided~~ after written request by owner/agent after issuance of permit.

EROSION AND SEDIMENT CONTROL

~~FEE SCHEDULE~~

(Permits valid for one year)

Erosion & Sediment Land Disturbing Permit\$300.00 + \$200.00/each additional acre * Erosion & Sediment

Control Plan Review \$200.00 + \$100.00/each additional acre (payable at plan submission) *

Agreement in lieu of plan (single family dwellings) ~~\$125~~ 150.00

Land disturbing permit renewal – 50% of initial fee Supplemental Plan Review 50% of initial fee

Re-inspection fee (after 1st inspection) ~~\$50~~ 75.00

[for purpose of computing fees, disturbed areas shall be rounded to the next whole acre]

* up to 10 acres/after 10 acres, additional acreage is 50%

E&S Bond\$1,000.00

The County Administrator advised that the County doesn't currently hold public hearings for as many cases as was the practice in the past.

➤ *Chairman Jackson: Feels that the associated fee increases are viable and appropriate.*

The floor was opened to the public for comment, and then to the Board of Supervisors. With no comments being brought forth, the floor was closed.

D. FY Operating & Capital Budgets: The County Administrator provided outlined steps for the County to assess for consideration. Due to much uncertainty and the proposed projects, the Board was encouraged to revisit the proposed FY21 budget in the near future and assess changes that will be brought forth from now until the fall of 2020. It was suggested that funding be found to cover the needs noted. The proposed FY21 budget will call for a tax increase in order to be balanced along with a portion of the fund balance. It's felt that revenue and

expenditure estimates are appropriate based on the pre-COVID pandemic. In closing, the Board was encouraged to discuss tonight's suggestions in order to generate a viable budget document for adoption on April 28, 2020.

In regards to a request by Supervisor Yowell regarding whether \$340,00 can be streamlined from the proposed FY21 Budget, the Finance Director noted that the request will be difficult to accomplish, but that about \$200,000 can be cut. She also noted that last year's budget contained some large uncertainties, and also referred to the fact that the school system can't spend any funding until it has been appropriated to them.

- *Supervisor McGhee: Noted that funding for public safety has increased significantly during the past few years; much uncertainty is in place in regards to what may happen in the economy at this point; verbalized hope that funding reductions can be found within the budget to defray a tax increase for the citizens.*

The floor was opened to the public.

- Anna Graham, Superintendent, was present to report that the school system is aware of the budgetary difficulties in place; noted that the school's funding request isn't for additional staff, but to maintain the current level of staff already in place; plans for disbursement of funding will cover essential items (i.e. 2% raise for staff [excluding teachers (raises have been suspended in the Governor's budget)]; \$10,000 for middle school coach to enhance sports activities (baseball, softball, soccer); \$16,000 to hire two (2) bus aides); savings noted with the elimination of a bus purchase, closure of the cosmetology program and technology line items; food services have continued to provide food to many families and maintenance crews are working hard to prepare for the upcoming school renovations; any additional cuts will more than likely result in the loss of staff.
- *Chairman Jackson: Referred to the school's budget and the fact that the County contributes more funding with each passing year; education and public safety is greatly valued; expressed the value of the County departments as well.*

Anyone with comments were asked to submit them to the Board by April 28, 2020.

With no further comments being brought forth, the floor was closed.

11. Consideration: Capital Project Financing (Hobbs)

A. FY20 Budget Amendment Resolution (#2020-12): The County Administrator advised that the proposed numbers may change and that this action needed to happen after the FY20 budget amendment process. Resolution #2020-12 is being presented to amend the budget, along with supplemental appropriations and contracts from the financial advisor and bond counsel.

After discussion and review, the original numbers were adjusted as recommended.

Supervisor McGhee moved that the Board adopt Resolution #2020-12, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

The Resolution is attached at the end of the minutes

B. Appropriations: The County Administrator referred to the following appropriations:

a. #20-45 [Radio Project] - \$7,454,980: Appropriate for Motorola Project Costs: Supervisor Foster moved that the Board approve Supplemental Appropriation FY20-45, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

b. #20-46 [Madison Primary School] - 13,502,000: Appropriate cost of construction contract on Madison Primary School Project: Supervisor McGhee moved that the Board approve Supplemental Appropriation FY20-46, seconded by Supervisor Foster. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

C. Financial Advisor Contract: The County Administrator advised that the representatives from Davenport Financial have compiled a proposal to fund the three (3) projects that the County is contemplating. Representatives would like to solicit proposals to refinance the County's existing debt. There are plans to issue an RFP to banks with the intent to attain interest rates, and also apply to Virginia Resources Authority usually sought to fund these types of programs.

The County Attorney advised that he has reviewed the documentation which appears to be appropriate.

➤ *Supervisor Yowell: Referred to the size of the funding request and what this may affect the rate options.*

The County Administrator questioned if the County will be able to finance existing debt, but other options may be favorable since there are plans to shop the request and rate.

Supervisor Yowell moved that the Board authorize staff to proceed with a contract not to exceed \$65,000 with Davenport Planners, seconded by Supervisor Hoffman. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

The County Administrator referred to the timetable involved and the importance of adhering to what Davenport Planners has put into place.

D. Discussion: Sands Anderson Bond Counsel Contract: The County Administrator advised that a proposal has been solicited from Sands Anderson which was received today. This firm is a required partner in specialized financing work and have quoted a rate not to exceed \$50,000 and \$15,000 for the refinancing part.

The County Attorney advised that he has conversed with other firms that have worked sought services from a bond counsel; also clarified that the cost estimates aren't a cap but actual estimates only.

Supervisor Yowell moved that the Board engage in the Sands Anderson Bond Counsel Contract, seconded by Supervisor McGhee. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

Public Comment

The Finance Director called for input as to what the Board would like to assess on April 28, 2020.

After discussion, it was suggested that discretionary spending be assessed and that computations be provided in the area of compensation and any other areas where specific savings can be reviewed. The Board member were asked to provide any other additional requests to the Finance Director in a timely manner.

Closed Session

Adjourn

With no further action being required, on motion of Supervisor McGhee, seconded by Supervisor Foster Chairman Jackson adjourned the meeting. *Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors
Copies: Board of Supervisors, County Attorney & Constitutional Officers
Adopted on: April 28, 2020

Adopted Items:

Consent Agenda:

Resolution #2020-10 [To Appropriate the FY20 Madison County Capital Budget for April 2020]

Resolution #2020-11 [BOS Expressing the Intent to Finance the Issuance of Certain Indebtedness & to Facilitate Reimbursement of Outlays that Occur Prior to Said Financing]

RESOLUTION #2020-10

**RESOLUTION TO APPROPRIATE THE FISCAL YEAR 2020 MADISON COUNTY CAPITAL BUDGET FOR
APRIL 2020**

WHEREAS, on May 14, 2019 the Madison County Board of Supervisors adopted a Capital Budget for Madison County for Fiscal Year 2020 in the amount of \$5,575,682; and

WHEREAS, the Fiscal Year 2020 Adopted Capital Budget includes school operations and capital funding for the Madison County School Division equaling \$604,105; and

WHEREAS, the Board of Supervisors is required to appropriate for actual expenditure the adopted Fiscal Year 2020 budget; and

WHEREAS, 15.2-2506 and §21.1-94 of the Code of Virginia indicate that the Board of Supervisors may make annual, semiannual, quarterly or monthly appropriations for contemplated expenditures; and

WHEREAS, the Board of Supervisors desires to make a monthly appropriation for capital expenditures;

NOW, THEREFORE, BE IT RESOLVED on this 14th day of April 2020, that the Madison County Board of Supervisors hereby appropriates the Fiscal Year 2020 Adopted Capital Budget for April 2020 in the amounts specified for each fund contained in said budget; with such appropriations summarized below:

General Operations	\$ 239,201
School Operations	-
County Capital Projects Fund	197,374
School Capital Projects Fund	48,104
	<hr/>
Total Capital Appropriations	\$ 484,679

Adopted this 14th day April, 2020, by the Madison County Board of Supervisors, on motion of Supervisor Yowell, seconded by Supervisor Hoffman. Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).

RESOLUTION #2020-11

**RESOLUTION OF THE BOARD OF SUPERVISORS OF MADISON COUNTY, VIRGINIA,
EXPRESSING THE INTENT TO FINANCE THE ISSUANCE OF CERTAIN
INDEBTEDNESS AND TO FACILITATE REIMBURSEMENT OF OUTLAYS THAT OCCUR
PRIOR TO SAID FINANCING.**

RESOLUTION #2020-11

WHEREAS, the Board of Supervisors (the “Board”) of Madison County, Virginia (the “County”) intends to finance certain capital infrastructure projects of the County including design and renovation of the Madison County Administration Center at 414 and 410 N. Main Street in Madison, VA, all together with administrative and financing costs and all for use by Madison County in furtherance of its governmental purposes (collectively, the “Project”); and

WHEREAS, the County seeks to issue indebtedness to finance costs of all or a portion of the Project (including, if necessary or desirable, capitalized interest to the extent permitted by federal and state law), through one or more bonds, on a tax-exempt or taxable basis as deemed necessary or in the best interests of thereof, in an amount to be determined to accomplish such funding but nevertheless in an amount not to exceed \$1,197,000;

BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF MADISON COUNTY, VIRGINIA:

To the extent necessary, this Resolution shall constitute a declaration of intent under Treas. Reg. §1.150-2 (the “Reimbursement Regulations”) promulgated under the Internal Revenue Code of 1986, as amended, for the Project, and each of the County Administrator and the Chairman of the Board, acting singly, is hereby authorized to take any additional action with respect to this declaration of official intent to assure compliance with the Reimbursement Regulations.

This Resolution shall take effect immediately.

Adopted: April 14, 2020, on motion of Supervisor Foster, seconded by Supervisor Hoffman. Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).

Regular Agenda:

Resolution #2020-12 [to Amend the FY20 Madison County Budget]

RESOLUTION # 2020-12

RESOLUTION TO AMEND THE FISCAL 2020 MADISON COUNTY BUDGET

WHEREAS, the Fiscal Year 2020 Budget was duly adopted by the Board of Supervisors on May 14, 2019; and

WHEREAS, in accordance with the Code of Virginia, a Public Hearing on amending the Fiscal Year 2020 Budget was conducted on April 14, 2020; and

WHEREAS, the Board of Supervisors has evaluated existing commitments, public education and public safety needs, as well as numerous other services and programs desired by the citizens of Madison County;

NOW, THEREFORE, BE IT RESOLVED on this 14th day of April, 2020, that the Madison County Board of Supervisors hereby adopts an amendment to the Fiscal Year 2020 Budget by increasing the previously approved amounts as summarized below:

Capital Budget

County Capital Projects Fund (Public Safety Radio)	\$ 3,727,490
School Capital Projects Fund (Madison Primary School)	<u>\$ 6,751,000</u>
Net Increase in Budgeted Capital Expenditures	\$10,478,490

Adopted this 14th day of April, 2020 on motion of Supervisor McGhee, seconded by Supervisor Foster. Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).



Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, April 14, 2020 at 4:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance, Moment of Silence & Determination of a Quorum

The minutes from the March 10, 2020 Board Meeting (Foster Absent)

I move to approve the following consent agenda items:

B. Approval of the minutes from the March 26, 2020 Board Meeting (All present)

C. Reappoint the following individuals to the respective Committees for the terms indicated:

1. Dudley Pattie for a four-year term on the Madison County Industrial Development Authority for a term to commence on April 12, 2020 and expiring on April 11, 2024
2. Steve A. Grayson for a four-year term on the Madison County Industrial Development Authority for a term to commence on April 12, 2020 and expiring on April 11, 2024
3. Jerry Butler for a four-year term on the Madison County Social Services Board for a term to commence on July 1, 2020 and expiring on June 30, 2024.
4. Sarah M. Berry for a seat on the Germanna Community College Board to commence on July 1, 2020 and expiring on June 30, 2024.

Note that Joseph Goodall's term on the Social Services Board will expire on June 30, 2020 and he is not eligible for reappointment due to term limits imposed by the Code of Virginia. Absent instructions to the contrary, staff will solicit applications for the seat via newspaper advertising.

D. Approval of a Refunding Resolution for County Administration Center Renovation Project (Res#2020-11)

E. Approval of Resolution #2020-10 that would appropriate monies from the FY20 Capital Budget

F. Approval of Supplemental Appropriation #20-40 to provide funding for the executed Moore Building Lease-Purchase agreement

G. Approval of Supplemental Appropriation #20-41 that would fund the Rapidan Blueway Study

H. Approval of Supplemental Appropriation #20-42 to authorize the purchase of four new vehicles for the Sheriff's Department

I. Approval of Supplemental Appropriation #20-43 to fund the purchase of one new school bus

J. Approval of Supplemental Appropriation #20-44 for the Sheriff's Department training funds reimbursement monies.

K. To acknowledge the receipt of monthly departmental staff reports.

Public Comment

Special Appearances

Report

- a. Constitutional Officers
- b. Boards & Committees
- c. Departments
- d. County Administrator

Old Business

- 2. Consideration: Public Safety Radio Project Consulting Contract (Gordon)
- 3. Consideration: County Administration Center Renovation Project Space Study (Hobbs)
- 4. Consideration: Emergency and Electronic Meeting Procedures (Gregg)

New Business

- 5. Discussion: EMS Random Drug Testing Policy (Hillstrom)
- 6. Consideration: EMS Ambulance Purchase (Hillstrom)
- 7. Discussion: VDOT Secondary Six Year Plan for Madison County (Hobbs)
- 8. Discussion: Sheriff's Department/Emergency Communications Security System Upgrade (Gordon)
- 9. Discussion: Courthouse/War Memorial Building Security System Upgrade (Berry & Livingston)
- 10. Public Hearings (6:00 PM)
 - A. CY20 Budget Amendment
 - B. CY20 Tax Rates
 - C. FY21 Administrative Fees
 - D. FY21 Operating & Capital Budgets
- 11. Consideration: Capital Project Financing (Hobbs)
 - A. FY20 Budget Amendment Resolution
 - B. Appropriations
 - C. Financial Advisor Contract
 - D. Discussion: Sands Anderson Bond Counsel Contract*

Public Comment

Closed Session

Adjourn

AMENDMENT(S) DENOTED IN ROYAL BLUE